

ROCKY FLATS PLANT
ERM ADMINISTRATIVE
PROCEDURES MANUAL

CATEGORY 1

Manual No.: 2-11000-ER-ADM
(a.k.a. 3-21000-ADM)
Procedure No.: Table of Contents, Rev 18
Page: 1 of 2
Effective Date: 07/05/94
Organization: Environmental Restoration

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SUPERSEDED
DOCUMENT

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FOR
ENVIRONMENTAL RESTORATION MANAGEMENT
ADMINISTRATIVE PROCEDURES MANUAL

<u>Procedure No.</u>	<u>Title</u>	<u>Rev. No.</u>	<u>Effective Date</u>
01.01	ER Organization		
02.01	Training	0	06/19/92
02.02	Personnel Qualifications	0	08/15/91
03.04	Control of QAA Development	0	09/23/91
04.01	Procurement Document Control	0	04/08/92
05.01	2-E95-ER-ADM-05.01 Procedure Development	1	06/01/94
•94-DMR-001227	Appendix Replacement	1	07/05/94
05.03	RFI/RI Work Plan Development	0	08/15/91
DCN 93.01	Technical Memoranda	0	08/18/93
05.05	2-E02-ER-ADM-05.05 Document Review	1	06/01/94
05.07	Preparation of Procedure Change Notices	1	09/23/91
93-DMR-000548	Modification	1	11/01/93
05.08	Forms Control	0	09/23/91
05.11	Preparation of Instructions	0	04/08/92
06.01	Document Control	0	08/02/91
DCN 93.01	Add Distribution of Working Copies	0	05/18/93

ADMINISTRATIVE

DOCUMENT CLASSIFICATION REVIEW WAIVER
PER R.B. HOFFMAN, CLASSIFICATION OFFICE
JUNE 11, 1991

A-SW-001321

ROCKY FLATS PLANT**Manual No.:****2-11000-ER-ADM****(a.k.a. 3-21000-ADM)****ERM ADMINISTRATIVE
PROCEDURES MANUAL****Procedure No.:****Table of Contents, Rev 18****Page:****2 of 2****Effective Date:****07/05/94****CATEGORY 1****Organization:****Environmental Restoration**

<u>Procedure No.</u>	<u>Title</u>	<u>Rev. No.</u>	<u>Effective Date</u>
08.01	Control and Identification of Items, Samples, and Data	0	04/08/92
10.01	Inspections	0	04/08/92
12.01	Control of Measuring and Test Equipment	0	04/08/92
15.01	Control of Nonconforming Items and Activities	1	10/12/92
16.01	Corrective Action	0	04/08/92
17.01	Quality Assurance Records Management	0	02/28/92
94-DMR-000778	Text Addition and Section Number Modification	0	04/29/94
94-DMR-001200	Extension and Incorporation of DCN 93.02	0	06/23/94
17.02	Administrative Records Screening and Processing	0	12/07/92
18.02	Surveillance Activities	1	04/08/92
18.03	Readiness Review	0	08/02/91
AQD.08	Preparation of EPA Form R	1	10/10/91

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1. Date
6/23/94

25. **DMR No.** 94-DMR-001227

2. Existing Document Number/Revision 2-E95-ER-ADM-05.01			3. New Document Number or Document Number if it is to be changed with this Revision n/a		
4. Originator's Name/Phone/Pager/Location Carla Newland/6923/1732/080-536			5. Document Title ERM Procedure Development		
6. Document Type <input checked="" type="checkbox"/> Procedure <input type="checkbox"/> Other		7. Document Modification Type (Check only one) <input type="checkbox"/> New <input type="checkbox"/> Revision <input checked="" type="checkbox"/> Intent Change <input checked="" type="checkbox"/> Nonintent Change <input type="checkbox"/> Editorial Correction <input type="checkbox"/> Cancellation Date: 6/28/94			
8. Item	9. Page	10. Step	11. Proposed Modifications		
1	30 of 35	App. 2	Replace Appendix 2, Page 1 of 1 with the attached.		
12. Justification (Reason for Modification, EJO #, TP #, etc.) Changes in titles, organization names, and concurrence process due to reorganization					
If modification is for a new procedure or a revision, list concurring disciplines in Block 13, and enter N/A in Blocks 14 and 15. If modification is for any type of change or a cancellation, organizations are listed in Block 13, then Concurrer prints, and signs in Block 14, and dates in Block 15.					
13. Organization	14. Print, Sign (if applicable)				15. Date (if applicable)
EQS	Steve Luker				6-29-94
SME	Carla Newland				6/29/94
16. Originator's Supervisor (print/sign/date) Kaye Bentzen/8753/7467/080-550					
17. Assigned SME/Phone/Pager/Location Carla Newland/6923/1732/080-536		18. Cost Center 3021	19. Charge Number ER-ADM	20. Requested Completion Date 06/23/94	21. Effective Date 6/25/94
22. Accelerated Review? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>					
23. ORC Review ORC Review Not Required; This Nonintent Change is being processed as an Intent Change to expedite the DMR process.					
24. Responsible Manager (print/sign/date) Darlene Breen/6997/6140/080-109					

APPENDIX 2

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Rocky Flats Plant
4-I54-ENV-OPS-FO.36
REVISION 1, DRAFT M
ION EXCHANGE SYSTEM REGENERATION
OPERATIONS UNIT 1, BUILDING 891

APPROVED BY: _____ / _____ / _____
Director, _____ Print Name _____ Date _____
EG&G Environmental Restoration Program Division

Quality Assurance Program Manager _____ Print Name _____ Date _____
Data Management and Reporting Services

States that to the best of my knowledge, the necessary and sufficient Requirements, Codes, and Standards are met.

DOE RFFO/ER Concurrence on file: ☐ Yes ☐ No

Environmental Protection Agency Approval Required: ☐ Yes ☐ No ☐ N/A

Responsible Organization: Environmental Restoration Program Division Effective Date: _____

CONCURRENCE BY THE FOLLOWING DISCIPLINES WILL BE DOCUMENTED IN THE PROCEDURE HISTORY FILE:

Environmental Operations Management
ERM Solar Pond Projects
Industrial Hygiene
Occupational Safety
Operable Unit 1 Closure
Performance Assurance
Radiological Health and Engineering
Surface Water Division

USE CATEGORY 4

ORC review not required

The following have been incorporated in this revision:
93-DMR-000547

This procedure supersedes 3-21000-ADM-05.01, Revision 0

Periodic review frequency: 1 year from the effective date.

94-DMR-001227